

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 5070.3A
Op-114E
31 March 1980

SECNAV INSTRUCTION 5070.3A

From: Secretary of the Navy
To: All Ships and Stations

Subj: Naval Service General Library Program

1. **Purpose.** To establish basic policies and to assign responsibilities for the administration and support of the Naval Service General Library Program.

2. **Cancellation.** SECNAV Instruction 5070.3.

3. **Information.** The Naval Service General Library Program is a department-wide program. Its objective is to provide uniformed personnel, wherever assigned, ashore or afloat, organized collections of books and related materials, and library services, enabling individuals to educate themselves continuously, to develop themselves professionally and technically, and to make wise and productive use of their leisure time for enjoyment and personal growth. General libraries are important comprehensive learning centers in support of the voluntary education program and the family services program. They provide resources for recreational activities and are sources of information required to accomplish mission related tasks. Access to general libraries is essential to good citizenship and good morale.

4. **Policy.** The basic policies concerning general libraries and library services are:

a. The naval service shall provide active-duty personnel access to naval service general library collections and services.

b. General libraries shall be supported by appropriated funds alone, or appropriated funds supplemented with nonappropriated morale, welfare, and recreation funds at the discretion of the individual service.

c. Collections shall contain a variety of print and nonprint materials and shall provide for the widest possible range of reading abilities and interests. Materials shall provide for a variety of opinions and views

on issues of significance to personnel as citizens and as members of the naval service.

d. Families of active-duty personnel, retired personnel, and other members of the military community shall have access to general library collections and services unless limitations of staff, space, or collections make such access impracticable.

5. **Responsibilities.** The following responsibilities are assigned.

a. The Chief of Naval Operations (Op-01) shall serve as resource sponsor for the Naval Service General Library Program. (R)

b. Under CNO, the Chief of Naval Education and Training (CNET) shall have overall operational responsibility for the program. CNET, in coordination with the Commandant of the Marine Corps (CMC), shall establish and promulgate operational policies and require such reports as needed for the successful management of the library program and its resources. CMC may establish and promulgate such additional policy and procedures as may be appropriate to general libraries of the Marine Corps.

c. CNET shall have technical direction of the program, and shall promulgate operational policies, standards, criteria, and procedures required for general library facilities, collections, operations, and services. CNET shall provide administrative and technical guidance to ashore and afloat commands of the naval service maintaining general libraries, or having responsibilities related to general library facilities, funding, equipment, or staffing. (R)

6. Support

a. CNET shall centrally budget for and support the general libraries of all major claimants through selection, procurement, and regular distributions of newly published books and other materials, print and nonprint, normal to and needed in general library collections and services. CNET shall serve as inventory manager for Cognizance Symbol ØK library materials in the Naval Service General Library Program, and (R)

SECNAVINST 5070.3A

31 March 1980

shall direct and coordinate the redistribution within the naval service of collections, furnishings, and equipment of libraries being consolidated or closed.

- R) b. CMC shall reimburse CNET for library materials provided to general libraries of the Marine Corps.
- R) c. Library personnel, facilities, equipment, furnishings, supplies, binding, and library materials not available from CNET are provided by activity commanders. Facility needs to general libraries shall be accommodated in MILCON and SCN planning and budgeting and in habitability improvement plans.

d. Commissioning libraries for new and converted ships will be provided by CNET with costs to be met from funds budgeted for outfitting of ships.

(R)

7. Action. Addressees shall take appropriate action to assure compliance with the provisions of this instruction.

J. A. DOYLE

Assistant Secretary of the Navy
(Manpower, Reserve Affairs & Logistics)

Distribution:

SNDL Parts 1 and 2

MARCORPS Codes H and I

Chief of Naval Operations

Op-09B15C

Wash., DC 20350 (200 copies)

Stocked:

CO, NAVPUBFORMCEN

5801 Tabor Ave.

Phila., PA 19120 (500 copies)